Creating a Basic PowerPoint Presentation

## Using Templates

* Blank Presentation
  + You can create a presentation from the beginning by using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ option. PowerPoint 2010 opens a blank presentation that includes placeholders for the title and objects to be added
* Predefined templates

Describe how you use a predefined template

* New presentation from existing
  + You can create a presentation that is similar in design and content to an existing presentation by using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Office.com templates
  + The Office.com Web site includes a number of templates that you can customize. The Office.com Templates section on the New page includes templates such as Award Certificates, Agendas, Flyers, and Invitations. You can select a template and then download it from the Web site
* How do you open a blank document?
* How many predefined templates are there?

## Creating a Basic Presentation

Watch the demonstration

## Working with Text and Text Boxes

Where are some locations that you can edit text on a slide?

* Using the \_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_ commands on the Home tab, you can find specific text and replace it with the required text.
* You can select text by using the \_\_\_\_\_\_\_\_ tab

## Inserting and Modifying WordArt

* To insert WordArt on a slide, on the \_\_\_\_\_\_\_ tab, in the \_\_\_\_\_\_\_ group, click WordArt.
* Define the “Word Art Gallery”
* What happens when you select a style?
* To change the color of the WordArt, on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab, in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ group, click Text Fill, and then click the appropriate color.
* The Drawing Tools Format tab contains a variety of special effects such as shadow, reflection, and glow that you can add to the WordArt you have created.
* To add an effect to the WordArt object, on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab, in the \_\_\_\_\_\_\_\_\_\_\_ Styles group, click Text Effects, point to a require effect type, and then click the appropriate effect.

## Inserting and Formatting a Table

* You can also insert tables from the other Office programs, such as Microsoft Word and Microsoft Excel
* *Watch the demonstration*

## Working with Custom Animation

Define the Following

* Entrance.
* Emphasis.
* Exit.
* Motion Paths.
* follows on the slide, such as diagonally to the upper-right corner, or in a circular motion
* To set the start timing for an animation, in the \_\_\_\_\_\_\_ group, click the \_\_\_\_\_, and select the timing that you want.
* To set the duration of how long the animation runs, in the \_\_\_\_\_\_\_\_ group, specify the number of \_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_\_
* To set a delay before the animation begins, in the \_\_\_\_\_\_\_ group, enter the \_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_\_\_ box
* To remove an animation effect, in the Animation Pane, right-click the required animation, and then click Remove.

## Organizing Slides into Sections

* On the Slides tab, right-click between the two slides where you want to add a section, and then click Add Section
* To specify a name for the added section, right-click Untitled Section, click Rename Section, and then specify an appropriate name
* You can expand or collapse sections by clicking the \_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_ buttons
* You can view the sections in the \_\_\_\_\_\_\_\_\_\_\_\_\_ view or the \_\_\_\_\_\_\_\_\_\_ view
* However, the Slide Sorter view is easier for organizing and sorting slides into \_\_\_\_\_\_\_\_\_\_ categories

## Working With Images Illustrations and Media

**Inserting and Modifying a Picture**: Watch the Demonstrations

**What Tab do you use to insert a shape**?

How do you add text?

How do you group shapes?

**Inserting and Modifying SmartArt Graphic**

List the 8 types of Smart Art

**Inserting and Formatting a Chart: Watch the Demonstration**

**Adding Video Clip**

Which tab would you use to add a video clip? What are some of the options would you have to choose from.

How would resize the video?

# Finalizing and Delivering a Presentation

Many of these steps are review for you, review on your own and complete the lab